



**Social Worker**

**REPORTING TO** Head of Practice (Social Work)

**CLASSIFICATION:** MEA 3-4      **POSITION BASIS:** Full-time

**DIRECT REPORTS:** Nil

**1. THE ORGANISATION**

The Women's Legal Centre is a specialist community legal centre. Our primary legal practice areas are family law, migration law, employment and discrimination law. Within these practice areas we also provide assistance related to domestic and family violence and early intervention Care and Protection matters, victims of crime, and sexual harassment.

The Centre includes a specialist program for Aboriginal and Torres Strait Islander women, Mulleun Mura, and delivers services through Health Justice and community Partnerships.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates social work, cultural supports and collaborative service models to provide wrap-around support to the most vulnerable and at-risk clients.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to work towards deeper legal and cultural change to redress power imbalances and address violence and gender inequality.

**2. POSITION SUMMARY**

Centre Social Workers provides discrete support and case management services to clients experiencing, or at risk of family and domestic violence, or who have other vulnerabilities .

The Social Work team is a critical part of the Centre's multi-disciplinary socio-legal service.

The Social Work Team provides clients with assistance and support throughout their legal matter to strengthen their resilience, engage with community supports, gain the skills and confidence needed to manage their legal matter, and build personal capacity and independence.

This position will carry a caseload of clients providing a mix of short-term, long-term, and intensive case management support. This position will undertake initial assessments and provide support and referrals to ensure relevant needs are addressed in areas including safety planning, housing, income security, parenting support, children's support services and health and wellbeing support, in turn allowing women to engage proactively with their legal matter.



### **3. KEY RESPONSIBILITIES**

#### **1. Casework and integrated, wrap-around support**

- 1.1 Provide social work support for clients to support their engagement with their legal matter. This includes initial needs assessments, discrete support and/or ongoing case management.
- 1.2 Develop and coordinate case plans for clients requiring intensive support from initial contact, goal setting, case planning and review, referral and exit planning.
- 1.3 Provide guidance and support, practical assistance, information, referral, crisis intervention, counselling and other support to clients in line with their case plan and to support their ongoing engagement with their legal matter.
- 1.4 Undertake comprehensive and ongoing risk assessments and develop and review safety plans with women.
- 1.5 Participate in Case Management meetings and other processes designed to support case allocation, review and the provision of integrated services.
- 1.6 Support solicitors and other staff to deliver high-quality, integrated and trauma-informed services.

#### **2. Networks, referral and community education and training**

- 2.1 Develop and maintain effective working relationships with government and non-government agencies providing services and support for women and children who have experienced domestic and family violence.
- 2.2 Represent the Centre in relevant networks and forums in the legal and community sector.
- 2.3 In collaboration with other team members, undertake Centre promotion, presentations, and community education.

#### **3. Organisational responsibilities**

- 3.1 Maintain accurate client records and data, including case notes and CLASS records.
- 3.2 Participate in regular professional supervision with the Head of the Socio-legal Practice and a qualified external social work practitioner.
- 3.3 Participate in reflective practice, clinical debriefing and/or other staff wellbeing initiatives.
- 3.4 Undertake professional development in line with AASW CPD requirements.
- 3.5 Ensure compliance with policies and procedures of the Centre.
- 3.6 Contribute to Centre's reports and publications.
- 3.7 Attend regular team and staff meetings and participate in the Centre's planning with staff and Board.
- 3.8 Other duties as directed by the Head of the Socio-legal Practice, Principal Solicitor or the CEO.



## SELECTION CRITERIA

- (1) Demonstrated ability to provide effective social work interventions, individual case work and coordination to strengthen clients' resilience, physical and emotional well-being, and build personal capacity and independence.
- (2) Demonstrated ability or genuine interest in developing skills, to adapt practice to support culturally aware/safe and trauma-informed practices.
- (3) Ability to work collaboratively, independently and creatively in a multi-disciplinary practice to support the integration of legal and social work practice to improve outcomes for clients. This includes the desire to liaise, consult and collaborate with professionals from a non-social work background.
- (4) Well-developed interpersonal communication skills including the ability to build referral and support networks across the sector to assist clients and promote the support provided by the Centre's Socio-Legal service model.
- (5) Demonstrated understanding of the issues facing women experiencing family and domestic violence and commitment to improving women's access to justice and empowering women to set and achieve their goals.

## Qualifications and Requirements

Membership or eligibility for membership with the Australian Association of Social Workers.

Working with Vulnerable People registration (ACT). For further information please see [www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration)